**Getting Started**

*Change your Password.* Once you have received you login credentials go to the MY ACCOUNT tab to change your password.

*Log in.* (Top Right Corner)

Be sure to always login to your account prior to shopping. This will allow you to see your pricing and prevent loss of your shopping cart.

**Searching for Green Products**

Select GREEN PRODUCTS to access our exclusive green catalog online.

**My Account**

From the My Accounts tab you will be able to access a variety of functions...

- Lookup Orders, Invoices & Quotes
- Approve Orders
- Access Saved Carts
- Search for Previously Purchased Items
- Request a Return
- Change your password
- Manage your Favorites List
- Share your Favorites Lists

**For questions regarding MYFAISON.COM contact your sales rep or our customer service department @ 303.340.3672 or customerservice@faisonopc.com**

**Searching for Products**

There are 3 ways to find the supplies you are looking for.

1. If you know the item number type it into the search bar.

2. You can also use the search bar for a KEYWORD search such as purple file folder.

3. Use category drop down menus and the drill down feature in the left hand column. The drill down menu allows you to customize your search by the different attributes within your category,...size, color, brand, recycled, etc.

**QUICK ORDER** Option. If you already know the item numbers and have no need to search, use the Quick Order spreadsheet. Quick order gives you the ability to add a whole list of items to your cart with one click.

**Favorites Lists**

Create a favorites list to keep track of those items your order every week. Use the FAVORITES Tab, give your favorites list a name then select CREATE FAVORITES LIST. You can create as many as you would like.

To add to you favorites list select ADD TO FAVORITES under the RED Add to Cart button on any item. If you have multiple lists you will be asked to select one or create a new one.

**Checking Out**

Checking out is quick, easy and secure.

1. Go to your shopping cart at the top of any screen
2. Review the items in your cart and PROCEED TO CHECKOUT
3. Select Ship to
4. Enter any coupon or promo codes, P.O. Number, Billing Codes, Special Instruction applicable.
5. Select Payment Option
6. Review order and submit